



Lockdown Procedures Reviewed 28.09.21

All policies are underpinned by our child protection procedures as laid down in the Child Protection Policy.

Lockdown Procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment, whilst ensuring the safety of all pupils and staff.

Lockdown Procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident/ civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school).
- An intruder(s) on the school site (with the potential to pose a risk to staff and pupils).
- A warning being received regarding a risk locally of air pollution (smoke plume, gas cloud etc).
- A major fire or bomb alert in the vicinity of the school.

The Lyceum School Lockdown Plan is as follows:

Signals	
Signal for Lockdown	<ul style="list-style-type: none"> • SLT members and The Office Team communicate via the walkie talkies on channel 15. • Office to phone 999 and inform the emergency services - seek appropriate help. • <i>We have a Green Signal – a possible incident may be about to happen</i> • <i>We have an Orange Signal– an incident has been sited – partial lockdown needed – await further instruction</i> • <i>We have a Red Signal in (site location). Please take children and all proceed to</i> Full lockdown procedures should then be initiated. • Pupils and all adults go to the safe area. • Office Team take Visitor Book and Staff Sign-in Board. One member of the Office Team and the Caretaker should remain in the locked office, if it is safe to do so, to communicate with parents and liaise with emergency services when they arrive. • A roll call is to be conducted as for a Fire Drill.
Signal for all-clear	<ul style="list-style-type: none"> • All to await the signal for the ALL CLEAR before returning to classes.

Full Lockdown	
Rooms most suitable for Lockdown	<ul style="list-style-type: none"> • All classes to remain in own classroom unless instructed to do otherwise. On Red Signal, staff are to place doorstop in the inside of the door. Turn off lights and get children to sit under the tables. • Staff may be instructed to take their children to the Hall, the Astro Turf or the Dining Room, depending on the incident.
Entrance points to be secured	<ul style="list-style-type: none"> • Front door • Front office door and connecting door • Fire doors • Internal doors • Classroom doors to have door stops jammed under the door and tables pushed up against them instructed to do so by SLT.
Communication arrangements	<ul style="list-style-type: none"> • Walkie Talkies to be used to inform staff. • Office to call 999. • Office to inform parents via email message once they know what is happening.
Notes	Staff should remain alert for all instructions as the situation may be changing all of the time. The use of common sense and the need to stay calm is of paramount importance.

- Staff will be alerted to the activation of the plan via the walkie talkies.
- Pupils who are outside of the school buildings to be brought inside as quickly as possible, unless this endangers them or others. If children remain outside, they will be moved to the nearest place of safety on or off site.
- All external doors and, as necessary, windows to be locked (depending on the circumstances, internal classroom doors may also need to be blocked with door wedges).
- Once in Lockdown, staff should notify the office immediately of any pupils not accounted for via walkie talkies or mobile phones, if appropriate, and instigate an immediate search for anyone missing, if safe to do so.
- Staff should encourage the pupils to keep calm.
- As appropriate, communication with the Emergency Services will be established and Hackney Council will be notified.
- Parents will be notified as soon as it is appropriate to do so.
- Pupils will not be released to parents during a lockdown.
- If it is necessary to evacuate the building, the fire alarm will be sounded, and everyone will leave the building via the nearest exit and go to the muster point on Mark St. (See Fire Procedures).

It is of vital importance that the Lockdown Procedures are familiar to all members of staff. To achieve this, the lockdown procedures will be reviewed and discussed in staff meetings at the beginning of each academic year. For any new staff, they will form part of their induction training.

Partial Lockdown

Alert to staff: “Orange Signal”.

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- **All outside activity to cease immediately, pupil and staff to return to the building. Staff will be alerted via the walkie talkies and verbal communication.**
- **All staff and pupils remain in the building and external doors and windows locked**
- **Movement may be permitted within the building dependent upon circumstances, but this must be supervised by a member of staff**

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

“Partial Lockdown” is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff: “Red Signal”

This signifies an immediate threat to the school and may be an escalation of a Partial Lockdown.

Immediate action:

- **All pupils to return to classroom**
- **External doors locked. Classroom doors locked and blocked with door stops. A table and chairs may be needed to barricade doors.**
- **Windows locked, blinds drawn, pupils sit quietly out of sight under desks.**
- **Register taken/head count- the office will contact each class in turn for an attendance report via telephone.**
- **Staff and pupils remain in Lockdown until it has been lifted by a member of SLT who will follow the advice of the Emergency Services.**
- **At any point during the lockdown, the fire alarm may sound, and a verbal message via walkie talkies will be given to evacuate the building.**
- **During a Full Lockdown, staff will keep agreed lines of communication open, via walkie talkie, but will not make unnecessary calls to the office as this could delay more important communication.**

Communication between parents and the school

Advice about procedures will be sent out to all parents at the beginning of term and will be on the school website.

In the event of a Full Lockdown, any incident or development will be communicated to parents as quickly as possible. Parents will be given enough information about what will happen so that they:


- are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety.
- do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers.
- do not come to the school building as they could interfere with emergency provider access to the area and may even put themselves and others in danger.
- wait for the school to contact them about when it is safe for them to collect their children, and where this will be from.

Parents will be sent a message that will state:

The school is in a Full Lockdown situation. External doors will be locked, and nobody will be permitted access until the Emergency Services have given the 'all clear'.

Emergency Services

The school will keep lines of communication open with the Emergency Services, as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by Emergency Services, depending on the severity of the incident that has triggered the lockdown.

Headteacher:	Mrs Hilary Wyatt Signature: 	Date:	28 th September 2021
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